



DEPARTMENT OF INDUSTRIAL RELATIONS
EXAMINATION ANNOUNCEMENT FOR
DEPUTY LABOR COMMISSIONER I
WQ20 9502 6IR25
OPEN-PROMOTIONAL



AN AFFIRMATIVE ACTION EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS

WHO SHOULD APPLY	Applicants who meet the minimum qualifications (entrance requirements) as stated below as of August 4, 2006, the final filing date . Applicants who have a permanent civil service status with the Department of Industrial Relations, excluding State Compensation Insurance Fund, may apply on a promotional basis.
HOW TO APPLY	Applications for this classification will be accepted on a continuous basis and processed for examination to be scheduled as the needs of the Department warrant. Applications (Form 678) are available at the Department of Industrial Relations Personnel Office/Exam Unit, 455 Golden Gate Avenue, 8 th Floor in San Francisco, CA 94102. This form can be accessed from either the Department of Industrial Relations website at: http://www.dir.ca.gov/dirjobs/dirjobs.htm
FINAL FILING DATE	Applications (Form 678) must be addressed and mailed to the Department of Industrial Relations, Attention Examination Unit, P.O. Box 420603, San Francisco CA 94142 and POSTMARKED by the United States Postal Service (a postmark by a "leased" meter will not be accepted) no later than August 4, 2006, the final filing date . Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be accepted for any reason.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
REQUIRED IDENTIFICATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SALARY Range	\$4214 - \$5185 per month
LOCATIONS OF POSITIONS	Positions are located statewide with the Department of Industrial Relations' Division of Labor Standards Enforcement
ELIGIBLE LIST INFORMATION	An eligible list will be established for the Department of Industrial Relations (excluding the State Compensation Insurance Fund). The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
EXAMINATION INFORMATION	Candidates who meet the Requirements for Admittance to the Examination (minimum qualifications) will be scheduled for a Qualifications Appraisal Panel Interview in September or October 2006.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the education and/or experience requirements for this examination by August 4, 2006, the final filing date.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I", or "II", or "III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p>
MINIMUM QUALIFICATIONS	<p style="text-align: center;">Either I</p> <p>Experience: One year of experience in the California state service performing the duties of an Industrial Relations Representative, Range C; <u>or</u> two years of experience in the California state service performing the duties of a Senior Special Investigator in the Division of Labor Standards Enforcement.</p> <p style="text-align: center;">Or II</p> <p>Experience: Three years of experience in one or a combination of the following types of labor relations work, one year of which must have been within the last five years:</p> <ol style="list-style-type: none"> 1. Industrial relations management, labor relations, or reconciling grievances; <u>or</u> 2. Negotiations or preparation of labor agreements, or interpretation and settlement of grievances arising under labor agreements; <u>or</u> 3. Conciliation, mediation, or arbitration of labor disputes; <u>or</u> 4. Professional level work in the investigation and settlement of complaints regarding violation of State or Federal labor laws or regulations; <u>and</u> <p>Education: Equivalent to graduation from college, preferably with emphasis in economics, industrial relations, agribusiness, sociology or other social sciences or business administration. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p> <p style="text-align: center;">Or III</p> <p>Experience: Two years of experience in the practice of law, including one year with specialization in labor law and active membership in The State Bar of California <u>and</u></p> <p>Education: Equivalent to graduation from college, preferably with emphasis in economics, industrial relations, agribusiness, sociology or other social sciences or business administration. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p> <p style="text-align: center;">Note: <i>On your application, provide specific descriptions of the duties you performed that meet the experience requirements, and if they were performed only part of the time in your job, show the percentages of time you performed them.</i></p>
SPECIAL PERSONAL CHARACTERISTIC	<p>A sympathetic understanding of labor problems, sound judgment, reliability, impartiality, tact, firmness, patience, neat personal appearance, willingness to travel and work at irregular hours.</p>

POSITION DESCRIPTION	The Deputy Labor Commissioner I holds investigatory hearings, examines witnesses, takes affidavits, collects other evidence, makes and directs investigations to determine the extent of compliance with, and to resolve disputes arising under State labor laws and Industrial Welfare Commission orders; assesses and collects civil penalties or initiates civil or criminal action; files various court actions and legal documents; meets with employers and employees and their representatives to advise them of, and to secure compliance with requirements; inspects places of employment and employer's records to determine the extent of compliance with the provisions of the Labor Code and Orders of the Industrial Welfare Commission.
QUALIFICATIONS APPRAISAL INTERVIEW WEIGHTED –100%	<p>This examination will consist of a qualifications appraisal interview only. The interview will include a number of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</p> <p style="text-align: center;">Qualifications Appraisal Interview</p> <p>Scope: In addition to evaluating the competitor's relative abilities as rated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none"> 1. State and related Federal Labor Laws; 2. Orders of Industrial Welfare Commission; 3. Principals, practices, and terminology of labor relations work; 4. Purposes, organizations and trends of employee and employer organizations; 5. Terminology used in various occupations; 6. Labor and employment conditions and trends in California; 7. Industrial occupations and their requirements and employment procedures; 8. The law of contracts as it applies to the field of labor relations; 9. Court procedure and rules of evidence. <p>B. Ability to:</p> <ol style="list-style-type: none"> 1. Interpret and apply State and related Federal labor laws, and orders of the Industrial Welfare Commission; 2. Analyze testimony and other types of evidence and draw correct conclusions; 3. Hold investigatory hearings and resolve disputes; 4. Deal tactfully, effectively, and impartially with employers; 5. Conduct difficult and involved investigations of alleged violations of labor laws and Industrial Welfare Commission orders; 6. Deal with law enforcement problems tactfully but effectively; 7. Analyze situations accurately and take effective action; 8. Analyze data; 9. Speak and write effectively.
Veteran's Preference	Veteran's preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the Personnel Office at 1-800-564-0771 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department of Industrial Relations.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Location: Ordinarily, oral interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated in this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development and the progress he/she has made in his/her efforts toward self-development.

High School Equivalent: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.